



Great Lakes Homeland Security Training Conference & Expo 2011

Frequently Asked Questions

ABOUT THE CONFERENCE

QUESTION: **What are the dates and location of the conference?**

ANSWER: Tuesday, May 3 through Thursday, May 5, 2011, at the DeVos Place in Grand Rapids, Michigan.

QUESTION: **Will the conference be held in the hotel(s) we stay in?**

ANSWER: No, the conference will be held at the DeVos Place, within walking distance of area hotels.

REGISTRATION

QUESTION: **How do I register for the conference?**

ANSWER: The registration process is available online. You can access the online registration at www.michigan.gov/emhsd.

QUESTION: **When is the last day to register?**

ANSWER: The last day to register is Friday, April 22.

QUESTION: **What is the registration fee?**

ANSWER: The registration fee is \$350.

QUESTION: **Can someone else register for me?**

ANSWER: Yes, provided they have all of your information and workshop choices with your authorization to do so.

QUESTION: **What should I do if I am unable to attend and I have already registered?**

ANSWER: Please send an e-mail to EMHSD-Conference@michigan.gov with a brief explanation of why you can no longer attend. Full registration fee refunds will be issued for cancellations made by 5 p.m. Eastern Standard Time on Friday, April 8. Refunds will not be issued for cancellations made after that date, however, substitutions are welcome.

QUESTION: **How do I register a substitute in place of my registration?**

ANSWER: To register a substitute, you must return to your online registration and select "Substitution" under the Actions header. Then, enter your substitute's information.

QUESTION: **Will I receive a registration confirmation?**

ANSWER: Yes, you will receive an e-mail confirmation immediately after registering. If you do not receive a confirmation, please contact us at EMHSD-Conference@michigan.gov to assure you are registered.

QUESTION: **How do I print a copy of my registration?**

ANSWER: To print a copy of your registration, you may click on the "Printable Schedule" tab, which is located near the top of the "Registration Details" page. This schedule includes each agenda course and the description of each course you have chosen. If you prefer a condensed version of your registration, you may click on the tab "Print My Registration."



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QUESTION: **How do I register under a region?**

ANSWER: Each individual is responsible for payment of their conference registration fee. An invoice is available to print at the end of the online registration process.

Each region may choose one of the following options to compensate individuals being paid for by the region:

- ☐ The attendee may pay their registration fee by check or credit card, then submit a copy of the invoice to the region for reimbursement;
- ☐ The attendee may indicate on their registration they will make payment by check, then provide a copy of their invoice to the region for payment;
- ☐ The attendee may provide a purchase order (PO) number as provided by their region, then provide a copy of their invoice to the region for payment; OR
- ☐ If a region would like to submit all of their attendee registrations together, they may develop a system to obtain information for their approved attendees (including workshop and meal choices), then submit them as a group registration. This will then allow for a single invoice to be printed at the end of the registration process and for payment submission.

QUESTION: **When is onsite conference registration?**

ANSWER: There will be no onsite registration at the 2011 Great Lakes Homeland Security Training Conference and Expo.

PAYMENT OPTIONS

QUESTION: **How do I pay for the conference registration?**

ANSWER: There are two conference payment options; credit card or check.

You may pay using a **credit card** by completing the Credit Card Payment form available online at www.michigan.gov/emhsd. Instructions are included on the form.

If you choose to pay by **check**, please print a copy of your invoice after completing the online conference registration. The check should be made out to "State of Michigan." Mail the check, **with a copy of the invoice**, to the Michigan State Police - Cashiers Office, PO Box 30634, Lansing, MI 48909.

QUESTION: **Can I pay for my spouse/guest meal separately?**

ANSWER: Yes, if an attendee **selects a spouse/guest meal** for which they are obligated to pay, print the invoice at the end of the online registration process. Partial payment of \$25 can be made via **credit card or check** as described above.

CONFERENCE FORMAT

QUESTION: **What is the format of the conference?**

ANSWER: The conference consists of two half days and one full day. The conference hours will be:
Tuesday, May 3, 1:00 – 4:00 p.m. (General session)
Wednesday, May 4, 8:00 a.m. – 4:40 p.m. (Six one-hour workshop sessions)
Thursday, May 5, 8:00 a.m. – 12:00 p.m. (General session)





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QUESTION: Am I required to attend every session?

ANSWER: We recommend that you attend each session in order to maximize your benefits for attending the conference.

EXHIBITOR AREA

QUESTION: What are the hours of the Exhibitor Area?

ANSWER: Tuesday, May 3, 9:00 a.m. – 5:00 p.m.
Wednesday, May 4, 8:30 a.m. – 1:30 p.m.

QUESTION: How much does it cost to view the exhibits?

ANSWER: There is no charge for attendees to view the exhibits.

QUESTION: How do I register to be an exhibitor or sponsor?

ANSWER: Visit www.michiganchemistry.com to find a link to the exhibitor and sponsor registration.

MEALS

QUESTION: Will meals be provided?

ANSWER: On Tuesday, May 3, dinner will be provided. (Must Pre-register)
On Wednesday, May 4, breakfast and lunch will be provided.
On Thursday, May 5, breakfast will be provided.

NOTE: The evening meal on May 4 is “on your own.”

QUESTION: How can I make a special meal request?

ANSWER: To request a special meal, please contact the 2011 Conference Committee at EMHSD-Conference@michigan.gov.

EXTRA ACTIVITIES AVAILABLE

QUESTION: Will speakers or activities outside of the conference be available?

ANSWER: During the evening meal on Tuesday, May 3, Dwayne Gill, a professional stand-up comedian, will provide comic relief with his “Funny Cop” antics.

Additional information about events and venues in the Grand Rapids Area is available at www.visitgrandrapids.org.

DRESS CODE

QUESTION: What is the appropriate attire for the conference?

ANSWER: Attire for the conference will be business casual. Please keep in mind that conference room temperatures may vary.



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CONFERENCE MATERIALS/HANDOUTS

QUESTION: **Can I obtain a copy of the handouts ahead of time?**

ANSWER: Handouts provided by the speakers will be distributed at the conference.
If unavailable, attendees should request materials directly from their workshop speakers.

QUESTION: **Will I need to bring any materials with me?**

ANSWER: All relevant materials will be provided at the conference.

ADDITIONAL INFORMATION

QUESTION: **Who can I contact for additional information?**

ANSWER: For additional information, please send an e-mail to EMHSD-Conference@michigan.gov
or visit www.michigan.gov/emhsd.